

BALMORAL LITTLE ATHLETICS CLUB

Photographer Code of Conduct

For persons authorised to take official photographs or video on behalf of BLAC

Purpose

BLAC uses photography and video to celebrate athlete participation and achievement and to communicate the activities of the Club. As a BLAC photographer, you are trusted to photograph children and young people in a way that protects their safety, privacy and dignity.

You are expected to comply with the LAQ Child Safeguarding and Young People Policy, the BLAC Photography and Media Policy, applicable BLAC Codes of Conduct and this Photographer Code of Conduct.

As a BLAC photographer, I will:**1. Be appropriately authorised**

- Hold a current Blue Card/Working with Children Check where required for the role.
- Only undertake official photography when authorised by BLAC.
- Wear the BLAC photographer vest or other identification provided while undertaking official photography.
- Remain appropriately supervised while photographing children and young people.

2. Respect photography and media consent

- Check and follow the photography and publication preferences provided to me by BLAC.
- Not intentionally photograph or film an athlete where BLAC records indicate that photography is not permitted.
- Follow any restrictions on whether an athlete's image may be published or identified.
- Respect an athlete who indicates that they do not want to be photographed, even where parental consent has been provided.
- Treat information about an athlete's photography restrictions as confidential and use it only for carrying out my role.

3. Take appropriate photographs

- Ensure photographs and video are directly related to participation in Little Athletics or another authorised BLAC activity.
- Ensure athletes are appropriately dressed and portrayed respectfully.
- Focus on participation, achievement, teamwork and Club activities.
- Use appropriate angles and perspectives and avoid unnecessary focus on an athlete's body.
- Not create images that place a child or young person in an embarrassing, vulnerable or inappropriate situation
- Not intentionally favour or exclude certain children.

4. Maintain appropriate boundaries

- Photograph athletes in open and observable areas.
- Avoid creating situations where I am alone with an athlete.
- Not arrange private or unsupervised photography sessions with an athlete.
- Not ask an athlete to move to a secluded area for a photograph.
- Not photograph or film in toilets, change rooms or any other area where privacy would reasonably be expected.
- Not use photography as a reason to establish unnecessary personal contact with an athlete.

5. Use devices appropriately

- Use a Club-owned or Club-controlled device for official photography where one is provided.
- Not use my personal phone, camera or other device for official BLAC photography unless BLAC has provided prior written authorisation.
- Where personal device use has been authorised, transfer images to the approved BLAC storage location as soon as practicable.
- Delete official BLAC images from my personal device and personal cloud storage once transfer has been confirmed.
- Not retain copies of official BLAC images for personal use.

6. Protect and appropriately handle images

- Only access, store and transfer images using systems or processes authorised by BLAC.
- Not copy, retain or distribute official BLAC photographs for my own purposes.
- Not provide photographs or video directly to athletes.
- Not send photographs to parents, other members or third parties unless authorised by BLAC.
- Not upload BLAC photographs to my personal social media accounts, personal cloud storage or other personal platforms.
- Immediately notify BLAC if photographs or video are accidentally lost, shared with the wrong person or accessed without authorisation.

7. Leave publication decisions to BLAC

- Provide official photographs to the person or people authorised by BLAC to manage Club communications and social media.
- Not publish, post, share or otherwise distribute an image taken in my BLAC photographer role unless specifically authorised to do so.
- Not assume that permission to take a photograph also gives permission to publish or identify the athlete.

8. Speak up if something is not right

- Raise any uncertainty about an athlete's photography permission with a member of the BLAC Management Committee.
- Raise any request to take or use a photograph that I believe is inconsistent with this Code.
- Report inappropriate photography or filming that I observe.
- Report any concern about how an athlete's image is being used.
- Report any child-safety concern that arises while performing my role.

If I am unsure whether a photograph should be taken, used, or shared, I will not proceed until I have received guidance from BLAC.

Photographer acknowledgement

I have read and understood the BLAC Photographer Code of Conduct. I understand my responsibilities when photographing children and young people on behalf of Balmoral Little Athletics Club and agree to comply with this Code, the BLAC Photography and Media Policy and the LAQ Child Safeguarding and Young People Policy.

I understand that failure to comply may result in my authority to photograph on behalf of BLAC being withdrawn and may be managed in accordance with applicable BLAC and LAQ safeguarding and conduct processes.

Photographer name	_____
Blue Card number / verification	_____
Signature	_____
Date	_____
Authorised by BLAC	_____

